

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

June 10, 2003, 10:00 AM  
Student Senate Chambers

**MINUTES**

**Present:** Ron Addis, Chris Behrens, Teresa Blanding, Lynn Boiter, Deanna Burns, Wayne Chao, Linda Cocke, Annice Cope, Karon Donald, Christine Drais, Corey Ferrier, Lynn Fowler, Gary Gaulin, Dexter Hawkins, Linda Kanaley, Jean Kopczyk, Phil Landreth, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Gary Pye, Cathie Rhodes, Lori Rholetter, Dan Schmiedt, Bill Shivar, Wanda Smith, Terri Vaughan

**Absent:** Larry Addis, Samantha Bass, Barbara Bergman, Odean Bush, Patricia Dobey, Mike Edwards, Buddy Hood, Heather Irwin, Billie Jones, Emma Knight, Linda Landreth, Robin Lay, Judy Link, Cindy Long, Steve Shiflet, Tracy Smith, Christine Sober, Suerea Wooten

**Guests:** Richard Cowan, Lawrence Nichols

President Phil Landreth called the meeting to order at 10:00 AM.

1. **Approval of Minutes:** The minutes of the May 13, 2003 meeting were approved as submitted.
2. **Guest Speakers:** Bill Shivar (Fire & Emergency Medical Services) presented an overview of the university's Fire & Emergency Medical Services. In addition to servicing the university campus, the department is also contracted by the city of Clemson to provide fire & emergency medical services for the community. Under the division of Student Affairs, Fire & Emergency Medical Services along with Parking Services, Law Enforcement and Municipal Court comprise the division of Municipal Services. Fire & Emergency Medical Services is divided into three bureaus: Fire Suppression & Prevention (facility inspections, building plan reviews, fire prevention education), Emergency Medical Services (emergency response, VIP & special operations, large & small venue coverage) and Emergency Preparedness (emergency operations center, emergency operations plans, education & consultation). The tragic death of a Clemson student in the late 1970's moved students to organize and operate campus ambulance services as a student club for several years before evolving into the present department staffed by 24 full-time employees mostly in the operations division (fire-fighters and paramedics). Student employees currently number 6. The department relies heavily on volunteers, both student and adult. Ambulance-related calls comprise about 46% of the department's calls; fire calls, 7%; false alarms, 26%. The Emergency Preparedness bureau, which was newly formed in August of 2001 just prior to the 9/11 attacks, addresses campus risks (terrorism, natural disasters, man-made accidents, population density and weather). Mr. Shivar distributed the department's Emergency Information Guide brochure which highlighted severe weather information, fire emergencies, evacuation process in the event of an emergency at the Oconee Nuclear Station, and the siren systems. In the event of an emergency, he urged everyone to first seek information (Emergency Alerting System listed on the brochure, web sites, etc.) and to have a previously determined evacuation plan for your family. Brochure information will be distributed to all students and university employees this fall; an electronic version will be available on their web site as well. Links to other information sources, i.e., Duke Power, state & federal information sources, will also be posted on the Fire Department's web site. For more information about the university's Fire & Emergency Medical Services, visit their web site at <http://stuaff.clemson.edu/cufd/index.html>.
3. **Open Commentary:** None.
4. **Announcements from the President**
  - A. **Academic Council,** Ron Addis: The Council will meet August 25.:
  - B. **Administrative Council,** Phil Landreth: The Council heard a proposal to establish a Wellness Advisory Board, a Health Communication Network, and Wellness Incentives on campus. The Board would advise the President as well as create programs to enhance health for Clemson employees. The wellness program would be housed in the new Fike Recreation Center. More information was needed regarding space and budget allocations. Ben Anderson, Chair of the Desegregation at Clemson Task Force, presented the task force's report. President Barker had commissioned this task force to look at desegregation at Clemson University, with particular attention to the contributions of Bill Law Watkins.

Council agreed that a public display to recognize people who played a role in Clemson's desegregation was important and approved the commissioning of a portrait of Mr. Watkins. Almeda Jacks, VP Student Affairs, provided Council members with copies of *Hunger for Memory* by Richard Rodriguez that will be used for the summer reading program. Each incoming freshman and transfer student will receive a book and letter in July and will be asked to read it before arriving on campus in August. On August 19<sup>th</sup> Mr. Rodriguez will be speaking at Littlejohn Coliseum to all the students who have read the book. President Barker encouraged Council members to be small group discussion leaders. Patrice Noel presented a report from the Freshman Year Task Force along with specific recommendations and initiatives to enhance and strengthen the freshman year experience at Clemson. It was determined that the task force will report directly to both Almeda Jacks and Dori Helms. Additional information was requested prior to any funding decisions. The Council approved the request by John Kelly, VP of PSA, to charge an admission fee to the Geology Museum.

**C. Board of Trustees**, Phil Landreth: The Board will meet Thursday, June 12<sup>th</sup>, to discuss tuition rates.

**D. Governmental Affairs**, Ron Addis: The Budget Conference Committee resolved differences between the House and Senate versions of the budget, and the conference committee report was adopted by the House on May 28. It still must pass the Senate and be signed by the Governor. For Clemson, the conference report contains the following: (1) A base cut of \$9,516,766 in the E&G budget (9.88%), (2) A base cut of \$4,357,718 (10.1%) in the PSA budget with \$1,000,000 of that cut restored in nonrecurring funds, (3) \$500,000 for the Research Center for Wireless Communications, (4) An amendment to a proviso that removes the tuition cap that is tied to the HEPI, (5) A proviso that allows Clemson to determine the placement of wireless towers on University property, (6) \$300,000 for the Livestock and Poultry Health Meat Inspection Program, (7) A proviso that adds a \$75 surcharge on pesticide registration fees that will generate approximately \$600,000 for the Plant Regulatory Division, (8) In lottery funds, \$30 million for Endowed Chairs was adopted for the three research universities. Ron added that the bill benefiting the three research universities has been killed. The status of the proposed 2% pay increase for state employees and the proposed insurance premium increases are unknown at this time.

**E. President's Cabinet**, Phil Landreth: Ron attended in Phil's absence. He reported that the Cabinet heard a presentation by Susan Barefoot on Nutrition and Food Safety Collaborations. The collaboration will include the five university colleges as well as outside agencies; funding sources would be both private and public. Ron added that students are going to be surveyed for their opinions about academic quality.

**F. Other:**

**1. Human Resources**, Lawrence Nichols:

- **Furloughs:** Human Resources is offering voluntary furlough to university employees and asks employees to work with their supervisor to schedule furlough days. There is no university mandatory furlough in place.
- **Bonus Distribution Information:** In response to the CSS request, President Barker has asked all Vice Presidents to communicate to staff the procedures used in the recent bonus selection process. Mr. Nichols has asked Phil to inform him of staff feedback on these communiqués, in particular any complaints about the lack of information. Phil asked Senators to contact either him or Kathy Hensen with their feedback. The responses will be compiled for Mr. Nichols' review. He thanked Mr. Nichols for his help with the matter.

**5. Treasurer's Report**, Cynthia Long: The Endowment report has not changed; the next update is expected in September. The Annual Fund will not change until after the June 30<sup>th</sup> payroll deduction deposit. The E&G budget for FY03-04 is the same as last year's: \$5090 in Other and \$1000 in Travel. The deposit holding account has about \$29,000 excluding golf tournament proceeds. Only 8 scholarships will be awarded for the fall semester so the draw against the Annual Fund would not be as large as usual. Remaining vending funds for FY2002-03 have been earmarked for specific purchases. The Treasurer's Report was unanimously approved.

## **6. Committee Reports**

### **A. Standing Committees**

- 1. Membership**, Ron Addis: The committee has not met yet but will be meeting prior to the August CSS meeting.
- 2. Communications**, Corey Ferrier: The committee had no new information to report.
- 3. Policy and Welfare**, Dan Schmiedt: The committee met to continue their discussions about an employee suggestion program and issues with the smoking policy.
- 4. Scholarship**, Jenny Peay: The spring golf tournament was tremendously successful. Jenny thanked all those involved in its success. As a result of a survey conducted at the spring tournament, the Scholarship Committee is planning to host a fall tournament in addition to its

annual spring tournament. The event is scheduled for Thursday, September 25<sup>th</sup> at The Walker Course. The committee is asking each Senator to get 2 sponsors; an incentive is being offered to the Senators bringing in the most sponsors.

5. **Activities**, Lynn Boiter/Gary Pye: The committee is assisting the Scholarship Committee with the Fall Golf Tournament. Because of their involvement in both the Benefits Fair and the Fall Golf Tournament, the committee has opted not to have a Bake Sale. They are asking for each Standing Committee to once again put together a theme basket for the fall tournament. The concept was tried for the first time at the spring tournament and was hugely successful. Another new idea proposed by Senator Chris Behrens is the 'guessing jar'. Golfers will purchase a chance at guessing the correct number of items in the guessing jar; closest guess will win a prize. Lynn asked for donations of used golf balls and tees to fill the jar. This year's Benefits Fair raffle package is being coordinated and ticket sales will begin in August. The package theme is Grillin' 'n Chillin'. All proceeds are exclusively designated for the Scholarship Fund.

#### **B. University Committees**

1. **Accident Review Board**, Gary Pye: Has not met.
2. **Air & Water Quality Committee**, Dan Schmiendt: Has not met.
3. **Athletic Council**, Dexter Hawkins: Has not met.
4. **Bookstore Advisory**, Cindy Long: No report.
5. **Budget Accountability**, Phil Landreth: Has not met.
6. **CATS**, Robbie Nicholson: CATS is anticipating its 1,000,000 rider for this fiscal year sometime in June. CATS will have the second highest ridership in South Carolina next to Charleston. A celebration is being planned to mark the occasion. Next fall, CATS will receive 3 new Opus buses.
7. **Clemson University Foundation Board**, Phil Landreth: The Board will meet at the end of June.
8. **Council on Community & Diversity**, Terri Vaughan: Has not met.
9. **Healthy Communities**, Dexter Hawkins: The committee continues to work on its mission statement and makeup of the Board. They are also developing a list of activities to undertake during the next year. Dexter added that Alan Grubb will make a presentation to the Faculty Senate for approval.
10. **Human Resources Advisory**, Julia McBride: The committee met May 14<sup>th</sup>. Discussion topics included: (1) Business Officer Certification Program, a non-mandatory program for business officers. The program must be approved by the Administrative Council prior to implementation. (2) Automated Timesheet System, a proposed paperless system to eliminate paper expense. Research on the systems used by other benchmark institutions is underway. (3) Student Background Checks will no longer be required unless specific circumstances deem it necessary, i.e., work with young children.
11. **Joint City/University**, Christine Drais: Has not met.
12. **Library Advisory**, Karon Donald: Has not met.
13. **Parking Advisory**, Dan Schiemdt: Has not met.
14. **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker: The Commission will not meet during the summer.
15. **President's Commission on the Status of Women**, Cathy Bell: The Commission did not meet in May. The next scheduled meeting is August 29.
16. **Recreation Advisory**, Dexter Hawkins: Has not met.
17. **Substance Abuse Advisory Committee**, Robin Lay: Has not met.
18. **South Carolina State Employees Association**, Betty Cook: The Clemson SCSEA Chapter does not meet in June or July. Our next Executive Board Meeting will be held on Thursday, August 14, 2003, in the Hendrix Center Conference Room on Level 2 at 8:15 a.m. We do encourage membership all year long. A membership form can be found on the Chapter Web Page: <http://hubcap.clemson.edu/SCSEA/>.

#### **7. Unfinished Business**

- A. **Follow-Up on Distribution of Staff Bonuses**: An update was provided by Chief Human Resource Office Lawrence Nichols. (See 4., F.)
- B. **Classified Staff Representation on Selection Committees**: The motion to accept the proposed changes for the Faculty Manual regarding classified staff representation on selection committees was unanimously approved.
- C. **Classified Staff Representation on the Women's Commission**: President Landreth announced that 5 Senators had volunteered to submit their names as candidates for the Women's Commission: Terri Vaughan, Emma Knight, Julia McBride, Chris Sober and Billie Jones. He asked each nominee to provide

the Women's Commission with a brief summary of their university committee work and campus involvement. He thanked them for volunteering.

**8. New Business:** There were no new items of business for discussion.

**9. Announcements**

**A. Harold Duncan Raffle:** A total of \$4,815 was collected for the raffle benefiting Harold Duncan. For those who missed the raffle deadline, donations may be sent to Kathy Hensen, 801 University Union. Make checks payable to Harold Duncan. Phil commented that he knew Harold personally and thanked everyone involved with offering this support to the Duncans.

**10. Adjournment:** There being no further business, the meeting adjourned at 11:00 AM.

**Next Meeting:** Tuesday, August 12, 2003, 10:00 AM, Student Senate Chambers  
Guest Speaker: Bob Wells, University Facilities

**NO JULY MEETING**

**CLEMSON UNIVERSITY  
CLASSIFIED STAFF SENATE**

May 13, 2003, 10:00 AM  
Student Senate Chambers

**AGENDA**

1. **Approval of Minutes**
2. **Guest Speaker:** Lieutenant Colonel William Hanson, Department of Military Leadership
3. **Open Commentary**
4. **Announcements from the President**
  - A. **Academic Council**, Ron Addis
  - B. **Administrative Council**, Phil Landreth: Mary Poore, Associate Vice President for Municipal Services, presented the Stadium Security Task Force report, outlining several recommendations addressing night games, reduction of the crowd on the hill, field access, stronger goal posts, education/awareness campaign, behavior modification campaign, security bike patrol, and general security. The Council approved the recommended policy for athletic training room treatment. The policy allows for the occasional treatment of departmental employees (coaches and staff) and the prohibition of all others with the exception of Dr. Edwards. Dr. Chris Przirembel updated the Council on plans for a national workshop on university security to be held at Clemson on July 28-29, 2003. The Council discussed progress on retirement incentives, differential tuition and entrance fees. President Barker requested that an update on what is being done internally to handle the budget cuts be communicated to all employees. The Council discussed the potential damage to Bowman Field caused by cars parked on the grass. President Barker asked for the development of a policy for use of Bowman Field.
  - C. **Board of Trustees**, Phil Landreth: At their April meeting, the Board approved (1) preliminary plans for three new graduate level degree programs, offering a Master of Science in Marketing, a Master of Science in Youth Development and a Ph.D. in International Family and Community Studies. (2) the naming of a proposed building for the Academic Support Center for the Class of 1956, contingent on the class raising 25 percent of the construction cost. (3) a 2.5% increase in student meal plan rates, beginning this fall. (4) awarding contracts for the exterior restoration of Holtzendorff Hall, the renovations to the Pearce Center for Communication and the replacement of windows in Tillman Hall. The Board also approved a resolution supporting the development of the Clemson International Center for Automotive Research in a site to be determined in the greater Greenville area and charged the university administration to move forward as expeditiously as possible. Trustee Patricia McAbee learned that she had been selected as an honorary Clemson University Alumna.
  - D. **Governmental Affairs**, Ron Addis: The Legislative Committee met May 5. Clemson University Office of Governmental Affairs is working with members of the State Senate to ensure Clemson's provisos and budget items are maintained on the floor of the Senate. The full Senate began debate on the 2003-2004 Appropriations Bill on Tuesday, May 5. Senator Tommy Moore has proposed an amendment in which the benefits to Clemson are: No additional cuts beyond the 8.73 percent current mid-year reduction, a 2% salary increase for state employees, no further increase in state employees' health insurance, and \$39 million in state scholarship funds. Senate Bill 382 has been referred to the Senate Finance Committee. It would repeal the TERI program but would not affect those who have retired under the TERI program before the effective date of the act if the bill became law.
  - E. **President's Cabinet**, Phil Landreth: New leadership of the Faculty Senate, Student Government, Graduate Student Government and Classified Staff Senate were introduced. Alfred Bundrick, Governmental Affairs, reported that Congressmen Jim

9. **Healthy Communities**, Dexter Hawkins: The committee has sent its recommendations to the Administrative Council for review. They have been focused on drafting a mission statement, determining its membership and brainstorming ideas for promoting wellness on campus. The committee is favoring sponsoring a 'Benefits Fair of Health' in conjunction with the re-opening of Fike. The committee has also defined what it sees the CU Wellness Program becoming.
10. **Human Resources Advisory**, Julia McBride
11. **Joint City/University**, Christine Drais
12. **Library Advisory**, Karon Donald
13. **Parking Advisory**, Dan Schiemdt
14. **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker
15. **President's Commission on the Status of Women**, Cathy Bell: The Commission met on April 25. The feedback on the Workplace Report has been good. Risa Grimes, Development Officer for the College of AAH, will be working with the Commission to secure funds to support monetary awards for Outstanding Women Awards, a Women's Lecture Series, and a Women's Center. The Commission will also look into a major endowment for women and graduate fellowships. The Women's Commission will be involved in the 50th anniversary celebration of coeducation at Clemson in 2005. As part of the 10th anniversary celebration of the Women's Commission, the Commission plans to organize an event on relationship violence. Vickie Ramsey is the incoming chair of the Commission, and Syd Cross was elected Deputy Chair.
16. **Recreation Advisory**, Dexter Hawkins
17. **Substance Abuse Advisory Committee**, Robin Lay: Information is forthcoming.
18. **South Carolina State Employees Association**, Betty Cook: The Executive Board of the Clemson University chapter will not meet again until August.

7. **Unfinished Business**

A. **Follow-Up on Distribution of Staff Bonuses**

8. **New Business**

A. **Classified Staff Representation on Selection Committees**

9. **Announcements**

10. **Adjournment**

**Next Meeting:** Tuesday, June 10, 2003, 10:00 AM, Student Senate Chambers